

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step by step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (COMPLETE THEORY)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
EXPLANATIONS * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task or for a subject common to several tasks. - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. X This mark is used alone in course columns to show that training is required, but not given, due to limitations in resources.		

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PRINTED NAME OF TRAINEE (<i>Last, First, Middle Initial</i>)	INITIALS (<i>Written</i>)	SSN
PRINTED NAME OF CERTIFYING OFFICIAL AND WRITTEN INITIALS		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS (SEE NOTE 3 AND NOTE 4 IN THE STS PREFACE)	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A		B		C	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1. INFORMATION MANAGEMENT (IM) CAREER FIELD TR: AFI 32-7045, 33-101, 38-101, AFMAN 10-401 Vol 1, 36-2108, 37-104; AFD 37-1; WMP 1 Annex K; DODD-8000.1; DODM 8020.1; 3A0X1 CFETP												
1.1. Doctrine and Legal Frame Work							A			A	-	B
1.2. IM Processes							A			A	-	-
1.3. Structure of IM Career Field							A			A	-	-
1.4. Specific Duties and Responsibilities							A			A	-	-
1.5. Environmental Compliance							-			-	-	-
1.6. Information Life Cycle Management							A			-	-	-
1.7. Emerging Technologies							A			-	A	-
1.8. Core Competencies							A			-	-	-
1.9. Enterprise Information Management (EIM) Architecture							A			A	-	-
1.10. Information Resource Management (IRM)							A			A	-	A
2. SUPERVISION TR: AFI 36-2103, 36-2406												
2.1. Orient Newly Assigned Personnel							-			-	-	-
2.2. Assign Personnel to Work Area							-			-	-	-
2.3. Plan Work Assignments and Priorities							-			-	-	-
2.4. Schedule Work Assignments							-			-	-	-
2.5. Establish												
2.5.1. Work methods							-			-	-	-
2.5.2. Control							-			-	-	-
2.5.3. Performance standards							-			-	-	-
2.6. Evaluate Work Performance							-			-	-	-

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		A	B	C	D	E	A		B		C	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
2.7. Provide Performance Feedback to Subordinate Personnel							-			-	-	-
2.8. Counsel Personnel and Help Resolve Individual's Problems							-			-	-	-
2.9. Initiate Action to Correct Substandard Performance by Personnel							-			-	-	-
3. TRAINING TR: AFI 36-2201; AFD 36-22												
3.1. Evaluate Personnel to Determine Need for Training							-			-	-	-
3.2. Plan and Supervise OJT												
3.2.1. Prepare job qualification standards (JQS)							-			-	-	-
3.2.2. Conduct training							-			-	-	-
3.2.3. Counsel trainees on their progress							-			-	-	-
3.3. Maintain Training Records							-			-	-	-
3.4. Evaluate Effectiveness of Training Programs							-			-	-	-
3.5. Recommend Personnel for Training							-			-	-	-
4. OPERATIONAL RISK MANAGEMENT (ORM) TR: AFI 90-901, 91-301, 91-302; AFD 91-3												
4.1. Hazards of AFSC 3A0X1							A			-	-	-
4.2. AFOSH Standards for AFSC 3A0X1							-			-	-	-
4.3. Maintain Safe Work Area							-			-	-	-
5. INFORMATION ASSURANCE												
5.1. Communications Security (COMSEC) TR: AFI 31-401; AFD 31-4, 33-2							A			A	-	-
5.2. Operations Security (OPSEC) TR: AFI 10-1101; AFD 10-11							-			-	-	-

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		A	B	C	D	E	A		B		C	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.3. Computer Security (COMPUSEC) TR: AFI 33-202; AFD 33-2							2b			B	-	B
5.4. Emission Security (EMSEC) TR: AFI 33-203; AFD 33-2							A			A	-	-
5.5. Information Assurance Program TR: AFI 33-204												
5.5.1. Threats and Vulnerabilities							A			A	-	-
5.5.2. Identify/Report insecurities							b			b	-	-
5.5.3. Protective Measures							b			B	-	-
5.6. Information Warfare TR: AFDD 2-5							A			-	B	-
6. KEYBOARDING (See Note 4)	*						***			-	-	-
7. WORKGROUP MANAGEMENT (WVM) TR: AFI 33-115 Vol 1&2; AFMAN 37-104; AFD 33-1, 37-1												
7.1. Program Objectives							A			-	-	A
7.2. Responsibilities							A			-	-	A
7.3. Network Concepts	**						A			A	-	A
7.4. Network Architecture							A			A	-	A
7.5. Information Systems Safety	**						A			A	A	A
7.6. Computer Peripheral Familiarization												
7.6.1. Install disk drive	**						2b			A	-	-
7.6.2. Install circuit boards	**						2b			A	-	-
7.6.3. Keyboard	**						b			A	-	-
7.6.4. Printer	**						b			A	-	-
7.6.5. Tape drive	**						b			A	-	-
7.6.6. Optical storage media	**						b			A	-	-
7.6.7. Optical scanning device	**						b			A	-	-

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		A	B	C	D	E	A		B		C	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL		5 SKILL LEVEL		7 SKILL LEVEL	
		(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC					
7.6.8. Pointer devices	**						b			A	-	-
7.6.9. Monitor	**						b			A	-	-
7.6.10. CPU	**						b			A	-	-
7.7. Perform Personal Computer (PC) System Startup/Shutdown	*						2b			-	-	-
7.8. Software												
7.8.1. Install/configure software	*						2b			-	-	-
7.8.2. Use word-processing	*						2b			-	-	-
7.8.3. Use database	*						2b			-	-	-
7.8.4. Use spreadsheet	*						2b			-	-	-
7.8.5. Use graphic presentation	*						2b			-	-	-
7.8.6. Use anti-virus software	*						2b			-	A	A
7.8.7. Use file compression software	*						2b			-	A	-
7.8.8. Use electronic mail (e-mail)	*						2b			B	-	-
7.8.9. Use electronic forms	*						2b			-	-	-
7.9. Client Workstation Configuration Management												
7.9.1. Create directory	*						2b			-	-	-
7.9.2. Modify directory	*						2b			-	-	-
7.9.3. Delete directory	*						2b			-	-	-
7.9.4. Transfer files/FTP	*						2b			-	2b	-
7.9.5. Use operating system (OS)	*						2b			-	-	-
7.9.6. Create startup disk	*						2b			-	-	-
7.9.7. Partition hard drive	*						b			-	-	-
7.9.8. Check available disk space	*						2b			-	-	-
7.9.9. Back-up hard drive	*						b			-	-	-
7.9.10. Restore hard drive	*						b			-	-	-
7.10. E-mail/Network Addressing							A			-	-	-

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		A	B	C	D	E	A		B		C	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.11. Initial System Diagnostics												
7.11.1. Recover from system crash	*						b			-	2b	-
7.11.2. Check files for corruption	*						b			-	2b	-
7.12. Risk Analysis							-			A	B	B
7.13. Create/Manage User Account							2b			-	B	-
7.14. Electronic File Management	*						2b			-	2b	-
7.15. Print Management	*						A			-	B	-
7.16. Internet Technologies TR: AFI 33-129												
7.16.1. Develop web pages	*						2b			-	2b	-
7.16.2. Use/manage web site	*						2b			A	3b	B
7.16.3. Use portals							A			A	-	-
7.17. Software/Hardware Policy and Procedures TR: AFI 33-113, 33-114, 33-115 Vol 1&2							A			-	B	-
7.18. Mission Needs Statement TR: AFI 10-601; AFD 10-1							-			-	-	A
8. OPERATIONALIZING AND PROFESSIONALIZING THE NETWORK (OPTN) TR: AFI 33-115, Vol 1												
8.1. Network Operation Security Center (NOSC) Familiarization							A			A	-	-
8.2. Network Control Center (NCC)							A			A	-	-
8.3. Combat Information Transfer System (CITS)							A			A	-	-
8.4. Global Command and Control Systems (GCCS)							A			A	-	-
8.5. Global Combat Support Systems (GCSS)							A			A	-	-
8.6. Joint Technical Architecture (JTA) – Air Force TR: AFI 33-133; AFTTP (I) 3-2.22							-			-	A	-

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		A	B	C	D	E	A		B		C	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8.7. Global Information Grid							A			-	-	-
9. RECORDS MANAGEMENT TR: AFI 33-322; AFMAN 37-104, 37-123; AFD 37-1; Title 44, USC												
9.1. Program Objectives							A			A	-	B
9.2. Responsibilities							A			A	-	B
9.3. Supplies and Equipment							-			-	-	-
9.4. Prepare Automated Files Maintenance Disposition Plan												
9.4.1. File maintenance and disposition plan	*						2b			B	-	-
9.4.2. Files disposition labels	*						a			B	-	-
9.4.3. File folder labels	*						a			B	-	-
9.4.4. Cross-reference documents	*						-			A	-	-
9.4.5. File/Retrieve documents	*						2b			B	-	-
9.4.6. Charge-out procedures							-			A	-	-
9.4.7. Cutoff procedures	**						A			B	-	B
9.4.8. Disposition procedures	**						A			B	-	B
9.4.9. File drawer label	*						a			B	-	-
9.5. Staging Area Operations TR: AFI 37-138							-			A	-	-
9.6. Records Disposition Recommendations TR: AFI 37-138; AFMAN 37-139							-			A	-	A
9.7. Federal Register Requirements TR: AFI 37-120							-			-	-	A
9.8. Publications Coordination												
9.8.1. Privacy Act (PA) compliance TR: AFI 33-332							-			A	-	-
9.8.2. Creation of records							-			A	-	-

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		A	B	C	D	E	A		B		C	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
9.8.3. Disposition of records TR: AFI 37-138; AFMAN 37-139							-			A	-	-
9.8.4. Information collection report control symbols TR: AFI 33-324							-			A	-	-
9.9. FOIA Program TR: DoD 5400.7/AF Sup												
9.9.1. Program objectives							A			B	-	-
9.9.2. Responsibilities	**						A			B	-	-
9.9.3. Process							A			B	-	-
9.10. Privacy Act (PA) Program TR: AFI 33-332; http://defenselink.dtic.mil/privacy/notices/usaf												
9.10.1. Program objectives							A			B	-	-
9.10.2. Responsibilities							A			B	-	-
9.10.3. Process							A			B	-	-
9.10.4. PA material												
9.10.4.1. Access	**						A			B	-	-
9.10.4.2. Protection	**						A			B	-	-
9.10.4.3. Disposal	**						A			B	-	-
9.11. For Official Use Only (FOUO) TR: AFI 33-129; DODR 5400.7/AF Sup												
9.11.1. Access							A			B	-	B
9.11.2. Protection							A			B	-	B
9.11.3. Disposal							A			B	-	B
9.12. Electronic Records Keeping (ERK) TR: AFI 33-202	**						A			A	1a	-
10. ADMINISTRATIVE COMMUNICATIONS MANAGEMENT TR: AFMAN 33-326, 37-104												
10.1. Program Objectives							A			A	-	B

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		A	B	C	D	E	A		B		C	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
10.2. Responsibilities							A			A	-	B
10.3. Correspondence Management TR: AFMAN33-326							A			B	-	-
10.4. Authentication Process TR: AFI 33-321, AFMAN 33-326							-			A	-	-
10.5. Official Mail Management TR: DOD 4525.8M/AF Sup; DOD Postal Manual Vol 1 & 2												
10.5.1. Base Information Transfer System/Center (BITS/BITC)							A			A	-	-
10.5.1.1. Activity Distribution/Action Office (ADO/AAO) TR: AFI 31-401, 33-329; AFPD 31-4; DOD 4525.8M/AF SUP and DOD 4525.6M							A			A	-	-
10.5.1.1.1. Mail classes							A			A	-	-
10.5.1.1.2. Process accountable mail	*						a			A	-	-
10.5.1.1.3. Process official mail	*						a			A	-	-
10.5.2. Document security TR: AFI 31-401; AFPD 31-4, 33-2												
10.5.2.1. Security classification designations							A			B	-	-
10.5.2.2. Process classified material												
10.5.2.2.1. Marking	*						a			B	-	-
10.5.2.2.2. Safekeeping	*						a			B	-	-
10.5.2.2.3. Security incidents	*						a			B	-	-
10.5.2.2.4. Access	*						a			B	-	-
10.5.2.2.5. Accountability	*						a			B	-	-
10.5.2.2.6. Transmission	*						a			B	-	-
10.5.2.2.7. Disposal	*						a			B	-	-
10.5.3. Categorical address management/distribution							-			A	-	-

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		A	B	C	D	E	A		B		C	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
10.6. Air Force Standard Office Symbol Program							-			-	-	-
10.7. E-mail Management TR: AFI 33-119							-			A	-	A
10.8. Suspense Actions							A			-	-	-
10.9. Prepare Administrative Communications TR: AFH 33-337; AFI 33-119, 33-321; AFMAN 33-128, 33-326												
10.9.1. Official Memorandum	*						2b			B	-	-
10.9.2. Other written communications (e.g. endorsement, MFR, etc.)							2b			B	-	-
10.9.3. Electronic messages (e.g. AUTODIN, DMS, etc.)							2b			B	-	-
10.10. Administrative Orders TR: AFI 33-328, 65-103												
10.10.1. Types of orders							A			B	-	-
10.10.2. Authentication methods							A			B	-	-
11. PUBLISHING MANAGEMENT TR: AFI 33-360 Vol 1 & 2, 37-160 Vol 7, 37-161; AFIND 2.9; AFMAN 37-104												
11.1. Publications Management												
11.1.1. Program objectives							A			A	-	B
11.1.2. Responsibilities							A			A	-	B
11.1.3. Structure of publications							A			B	-	-
11.1.4. Numbering process							A			A	-	-
11.1.5. Publications preparation							-			A	-	-
11.1.6. Record sets of publication							-			A	-	-
11.1.7. Publications review							-			A	-	-
11.1.8. Electronic publishing							A			A	-	B
11.1.9. Maintains publications (e.g. supplements, interim changes, etc.)							b			B	-	-

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		A	B	C	D	E	A		B		C	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
11.1.10. Access publications	*						2b			A	-	-
11.2. Forms Management												
11.2.1. Program objectives							A			A	-	B
11.2.2. Responsibilities							A			A	-	B
11.2.3. Categories of forms							A			A	-	-
11.2.4. Forms design							-			A	-	-
11.2.5. Numbering process							-			A	-	-
11.2.6. Record sets of forms							-			A	-	-
11.2.7. Forms review							-			A	-	-
11.3. Publications and Forms Dissemination												
11.3.1. Program objective							A			A	-	B
11.3.2. Responsibilities							A			A	-	B
11.3.3. Types of dissemination used for publications							A			A	-	-
11.3.4. Organizational Accounts Representative (OAR) responsibilities	**						A			A	-	-
11.3.5. Product Announcements and Subscriptions							-			A	-	-
11.3.6. Accountable forms control							A			A	-	-
12. FUNCTIONAL MANAGEMENT TR: AFMAN 33-101, 37-104												
12.1. Responsibilities							-			-	B	A
12.2. Manpower Management							-			-	-	-
12.3. Personnel Management							-			-	-	-
12.4. Financial Resources							-			-	-	-

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		A	B	C	D	E	A		B		C	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
13. WARTIME/ CONTINGENCY OPERATIONS TR: AFI 33-101; AFMAN 10-401 Vol 1 & 2; WMP-1 Annex K; Joint Task Force Information Plan; AF Form 209; AFTTP(I) 3-2.22												
13.1. Responsibilities/Skills	**						A			A	B	-
13.2. Planning							-			A	B	-
13.3. Unit Type Code (UTC) Identification							A			A	B	-
13.4. Deployment and Sustainment Requirements							-			A	A	-
13.5. Setup/Operate Information Systems							-			A	2b	-
13.6. After Action Reporting	**						A			B	A	-
14. COMMUNICATION AND INFORMATION ANNUAL AWARDS PROGRAM TR: AFI 36-2845							A			A	-	B
200. AIR FORCE JOB QUALIFICATION STANDARDS APPLICABLE TO 3A0X1 TR: AFI 36-2233; CFETP 3A0X1 (See Note 5)												
225.2. AFJQS 3A0X1-225B, Postal Augmentee												
225.4. AFJQS 3A0X1-225D, Position Certification for Workgroup Managers												
225.11. AFJQS XXXXX-225K, IONSCAN 400B												

Section B - Course Objective List

4. Measurement. Each objective is indicated as follows: **W** indicates task or subject knowledge which is measured using a written test, **PC** indicates required task performance which is measured with a performance progress check, and **PC/W** indicates separate measurement of both knowledge and performance elements using a written test and a progress check.

5. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

6. Proficiency Level. Most task performance is taught to the “2b” proficiency level which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step by step procedures for doing the task.

7. Course Objectives. These objectives are listed in the sequence taught by Block of Instruction. Because the IM career field is ever changing, we are providing a website with a “living” course objective list (COL). As changes are made to the courses they will also be made to the website. Use the following link to get started, then navigate to the COL by selecting the 81 TRW, 81 TRG, and finally the 336 TRS to locate the COL for the Information Management Apprentice and Craftsman courses.
<https://wwwmil.keesler.af.mil/>.

Section C - Support Materials

8. The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas. The most current products can be found at the 81 TRSS/TSQ web page, and are available for download from the web site at <https://wwwmil.keesler.af.mil/81trss/qflight/welcome.html>. These training products are also listed in AFIND 8, though not as current. Procedures for requesting product development are found in AFI 36-2233. 8.1. AFJQSs/AFQTPs applicable to AFSC 3A0X1:

<u>Publication No.</u>	<u>Pseudo Code</u>	<u>Publication Title</u>
AFJQS 3A0X1-225B	3A0X1-225.2.	Postal Augmentee
AFJQS 3A0X1-225D	3A0X1-225.4.	Position Certification for Workgroup Managers
AFJQS 3A0X1-225K	3A0X1-225.11.	IONSCAN 400B Postal Screening System

8.2. AFJQSs/AFQTPs currently in/scheduled for development:

<u>Publication No.</u>	<u>Publication Title</u>
AFJQS 3A0X1-225A	Administrative Communication and Information Program Management
AFQTP 3A0X1-225C	Information Management Wartime/Contingency Operations Handbook

Section D - Training Course Index

9. Purpose. This section of the CFETP identifies training courses available for continuation/ supplemental training. For information on all formal courses, refer to the Air Force Education and Training Course Announcements (ETCA) database, formerly AFCAT 36-2223, *USAF Formal Schools Catalog* at <http://etca.randolph.af.mil/>.

10. Air Force In-Residence Courses. <u>Course Number</u>		<u>Course Title</u>
	<u>Location</u>	
E3ABR3A031 004	Information Management Apprentice	Keesler
E3ACR3A071 001	Information Management Craftsman	Keesler
MCADRE 002	Contingency Wartime Planning	Maxwell
MCADRE 005	Information Warfare Application	Maxwell

11. AF Communications Agency (AFCA) Seminars. For current courses and descriptions go to the AFCA website at <https://www.afca.scott.af.mil/seminars/>.

12. Air Force Institute for Advanced Distributed Learning (AFIADL) Courses. For a current listing of AFIADL courses go to <http://www.maxwell.af.mil/au/afiadl>.

13. Exportable Courses.

For a current list of available CBT courses refer to the USAF CBT System <http://afcbt.den.disa.mil>.

Section E - MAJCOM Unique Requirements

14. Some MAJCOMs/FOAs/DRUs have initiated standardized training for all 3A0X1s assigned, particularly in the area of Workgroup Management. Contact your base-level IM Functional Manager to determine if your MAJCOM has developed specific training requirements beyond those identified in this CFETP.

Section F – Important Information

A NOTE FROM THE 3A0X1 AFCFM AND MAJCOM/FOA/DRU 3A0X1 FUNCTIONAL MANAGERS

TO: Commanders, Supervisors, and 3A0X1 Functional Managers

Information managers are the only AFSC in the Air Force who are assigned in every functional area and are often supervised by a person having a different AFSC. Because of this, we need a unique approach to meet our training needs to include a job rotation program. The base-level IM Functional Manager, normally located in the communications squadron/group, facilitates the assignment, training, and utilization of information managers across the installation. In order for this to work we need your help and support. We realize at times you will have to give up your “super” troop or be inconvenienced for a short time in order to provide the individual the proper training they need. In the long run you will have better trained information managers which will benefit the entire Air Force. We also ask you to please use your information managers in the way the Air Force has envisioned and trained them. Compare the job requirements with the content of this CFETP to determine if an information manager is the appropriate AFSC. Please take into consideration that information managers take a specialty knowledge test (SKT) based on the areas outlined in this CFETP and contained in 3A0X1 CDCs. It will take a team effort to help our information managers keep up with the rapidly changing technology. With your help we will meet those demands and help the Air Force achieve one of its core capabilities: Information Superiority.

TO: Trainers, Training Managers, and Certifiers

We need your help to ensure our information managers are properly trained. As a minimum they must be able to perform and understand the core tasks and knowledge identified in column 2 of the STS of this CFETP. Many bases have found unique ways of meeting this challenge. Some bases, for example, have created a list of base-wide 3A0X1s who are qualified and trained as certifiers. The base-level IM Functional Manager, normally assigned to the communications squadron, can help you identify these personnel. Another approach is to temporarily assign the trainee to the communications squadron where they can receive training. You play an important role in ensuring every information manager meets the training challenges of today and in preparation for the mission challenges of the future. We need your support to succeed.

TO: Information Managers

It is **your responsibility** to ensure you do everything in your power to meet the training requirements identified in this CFETP. Take your time and read the plan thoroughly so you understand every facet of it. If you have questions or concerns seek out the senior information manager in your organization and/or your base-level IM Functional Manager. These personnel can assist you in your quest for training. Most importantly, don't sit back and wait to get the training you need--**Be proactive and start now!**

Section G – Recommended Professional Reading List

A professional reading list for Information Managers is available via the IM and Postal website (<https://www.afca.scott.af.mil/imweb/resources.htm>). The selections contained in this list cover a wide variety of topics ranging from public laws to information technology texts to commercial periodicals. The listing of a selection is not intended to nor does it reflect an official endorsement of the individual publications and/or the author's opinions or perspectives. The more familiar you are with concepts contained in these publications, the better informed you will become and, ultimately, the better prepared you will be to help the Air Force achieve information superiority.